
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the written (multiple choice) examination for the **Land Acquisition Agent II** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. LAND ACQUISITION PRINCIPLES**(20 Questions)**

Employees in this job spend a large amount time performing tasks such as reviewing title and appraisal reports, conducting title searches, reviewing land maps, property negotiation, explaining the land acquisition program to land owners and completing less complex property acquisitions. In order to successfully perform these and other tasks related to land acquisition and property management, the employee must be able to draw upon a comprehensive knowledge of real property principles and practices. Test question topics in this exam section include:

- Condemnation proceedings;
- Property deeds;
- Real estate lease arrangements;
- Estimating land value;
- Easements;
- Unit costs of buildings;
- Relationship of real property value to assessed valuation.

II. LAND ACQUISITION DOCUMENTATION**(20 Questions)**

Some of the more critical tasks performed by employees in this job involve reading, reviewing and interpreting a wide variety of legal and technical documents related to property management and land acquisition. The employee must be able to read and extract pertinent details from various legal documents as well as be able to proofread property descriptions, land maps, leases, etc. for accuracy and completeness. The questions in this exam section test your ability to read and comprehend a variety of work related material and your ability to pay attention to detail. Test question topics include:

- Legal descriptions of property;
- Conducting property title searches;
- Land appraisal techniques;
- Land measurement;
- Interpreting legal documentation regarding property.

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III. LAND ACQUISITION TERMINOLOGY

(20 Questions)

An employee in this job must draw upon a comprehensive knowledge of terminology commonly used in such land acquisition or property management tasks as reviewing parcel plats and legal descriptions, making offers for real property and preparing leases. Also, in order to make sure that all legal and technical documents have sufficient information and are in proper, accurate form, an employee must have a command of legal and property terms. Test question topics in this section of the examination include:

- Definition of legal terms such as asset, liability, power of attorney and injunction;
- Definition of property terms such as interest in common, eminent domain, escrow, tenant in common, assessments, quitclaim deed, plottage.

<p>Note: The written (multiple choice) exam for this title is weighted 45% of the applicant's final open competitive grade. The other 55% portion of the final open competitive grade is based on the score obtained from the supplemental examination questionnaire which assesses the applicant's education, training and experience as it relates to the Land Acquisition Agent II job.</p>
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